

# Careers

## Partnerships Coordinator (12-month term)



### Grow a City of the Future!

We are looking for a dedicated and mission-driven individual to support our Partnership Office team as we grow our areas of impact within the City. The coordinator will cultivate and support grants, intergovernmental relations, and partnership projects across a wide spectrum of City initiatives. The ideal candidate will utilize their strong project management, research, analytical and writing skill sets, possess a good understanding of financial fundamentals, and align with a one-team approach to support the Partnerships team in building a portfolio of partners and alternative funding sources.

The Partnership Office team has a passion for developing and advancing partnerships, securing grant dollars to advance key City programs and projects, being a trusted partner with senior government to advance strategic advocacy priorities and finding new ways for the City to do business. The City of Kelowna has secured multi-millions of dollars in Federal and Provincial investment, advocated for senior government policy changes, and built strategic partnerships to advance Council and community priorities.

#### Qualifications

If you have expertise in intergovernmental relations, advocacy, researching or managing grants, or building community and business partnerships, and are looking to grow with a fast-paced, action-oriented team, we want to hear from you! We highly value someone who is dedicated to learning and growing with us, one who thrives in a result-driven, high-energy environment. The successful candidate will be someone who has a relevant degree, values working as a team, is solution-oriented and can think creatively. We are looking for someone who is proactive and passionate about helping to position Kelowna as a *City of the Future*.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$46.06 per hour plus 14% in lieu of benefits, vacation, statutory holidays, and other paid leaves.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by the end of day **April 28<sup>th</sup>, 2026**.

*Applicants not contacted within three weeks of the closing date are thanked for their interest*